

ON-SITE MONITORING PROCEDURES

FY04

ENTRANCE CONFERENCE--1st day, 30 minutes

Suggested Attendees: Director of Sped, Sup, Building Principals, Process Coordinators, Sped Teacher(s), Others at discretion of district

Areas to cover in the entrance conference:

- General information on the file review and interview process: the next two days will be spent looking at specific compliance requirements in a sample of student files and interviewing general & special educators and administrators from various levels in the district to determine the staff's level of understanding of state and federal compliance requirements.
- Explain how special education monitoring has changed for the 3rd cycle, with a district Self Assessment, more emphasis on performance and that the performance areas such as MAP performance for SWD, graduation rates, dropout rates, etc. will be reported back to the district, both in their MSIP 7.1 and their final special education monitoring report.
- Explain how the review will impact the district's MSIP report (7.1 in Differentiated Instruction)
- Explain the exit conference and what will be shared with them at that conference (a brief report on some of the findings with regard to specific compliance issues, as well as, suggestions for corrective actions the district might need to take). Make it clear that the report at this time is preliminary.
- Final special education report will be issued in approximately 6-8 weeks following their review. The final report will reflect both district SEMSA calls, desk review and on-site findings. If a district's SEMSA call is changed as a result of the desk review and on-site, that will be indicated with an asterisk on the final report. District will need to return an Assurance Statement if there are areas of non-compliance and a follow-up review will be held within one year of the initial review.

INTERVIEWS--2nd day (total time 2-4 hours)

Participants	Group\Individual	Time allotted
Building Administrators (all levels)	G	30 minutes
Sped Administrator	I	30 minutes
Superintendent (optional—after entrance conference)	I	30 minutes
Sped Teachers (all levels)	G	30 minutes
General Ed Teachers (all levels)	G	30 minutes
ECSE (Sped Director, ECSE Director, Teacher(s))	G	30 minutes
Speech Implementer (SLP & Implementer, if applicable)	I	15 minutes each (30 minutes total)

FILE REVIEW--1st & 2nd day (Total time 6-8 hours)

What files do we need?

ECSE files (preferably C to B transition children)

Various grade levels and representation of district's buildings

Initial

Reevaluation

Transfer (In state & Out of state)

Secondary Transition--Ages 14+, 16+

Long term suspension

Eligibility--LD, ED, YCDD

Ineligible—students initially evaluated and found ineligible—check eligibility only

Ineligible—LD, ED, OHI students dismissed from services on three year reevaluations—check eligibility only

Private agency files—All Doc B components

Out of district placements

- SBOPs—If the district has students as MSD (102800-900, 910, 920), MSB (102600-700, 710, 720), &/or SSSH (103000-100, 110, 120), have Dana add indicators from Document A for the appropriate school(s):
 - Ask who is responsible for managing the files of these students?
 - Does district attend IEP meetings? (You won't make a call on this. You just want to be sure someone is assigned)
 - Is there a current IEP on file? Doc A indicators (see above)
 - Is there a current Evaluation report on file? Doc A indicators (see above)
 - Placement—Document B 109200
- Other school districts
 - Doc B focus components, especially services in accordance

Incarcerated youth—All Doc B focus components

How do they/we pull files (what files do they need to have available for us and what files will we review when we arrive?)

Ask Director to have available the **list** of the names of the files that the district reviewed during their SEMSA. This list will be used to select random files.

Ask Director to have the following **files** available in a central location when we arrive on site. These should be as current as possible, preferably from the current and past two semesters (no further back than 2002-2003 school year).

!!EACH OF THE FOLLOWING FILES MUST HAVE A WEEKLY CLASS SCHEDULE COMPLETED AND INSERTED IN THE FILE!!

Type of file	# to pull (or all available up to this number)—these numbers are for small/medium sized districts where one supervisor is assigned. These numbers will probably be increased for large districts.
ECSE <ul style="list-style-type: none"> • YCDD • C to B Transition 	10
INITIAL <ul style="list-style-type: none"> • LD • ED 	15
REEVALUATION (majority of these files should be): <ul style="list-style-type: none"> • Secondary Transition (14+, 16+) 	10
TRANSFER <ul style="list-style-type: none"> • In State • Out of State 	10
DISCIPLINE <ul style="list-style-type: none"> • Long term suspension • 45 Day for Weapons/Drugs 	10
CONTRACTUAL	5
OUT OF DISTRICT PLACEMENTS <ul style="list-style-type: none"> • SBOPs • Other LEAs 	5
INCARCERATED YOUTH	5

What will we be looking at?

Document A

Educational Surrogate (only in districts that have students with identified needs)
CSPD

Program Evaluation

Contractual (only in districts that have students placed)

SBOPs (only in districts that have students placed)

Document B

Referral
Initial evaluations
Reevaluations
IEP components
Transition—Post secondary
Transition—C to B
Eligibility (LD, ED, YCDD, others if needed based upon incidence rate concerns)
Placement

Document C

Only in SSD Components

Document D

Only if applicable

Document E

Only if applicable

Document F

Small sample of both in-state and out-of-state, if available

Document G (Initial Evaluations)

LD, ED, YCDD in all districts, if current files available (after October, 2001)
Other categories if identified by supervisor through desk review of incidence rates

TECHNICAL ASSISTANCE TO DISTRICT STAFF

Day 1 or Day 2

1 hour after school

Purpose: To give all district special education staff an opportunity to receive information and technical assistance on special education topics.

EXIT CONFERENCE

Day 2 (waiver district) or Day 3 (MSIP on-site, try to schedule prior to MSIP Consensus session)

30 minutes

Purpose: To share **preliminary** results of the special education monitoring.

- Be sure to begin the entrance conference on a POSITIVE note.
- Thank district for hospitality and the time they spent in conducting their SEMSA and preparing for the on-site review
- Share observations of effective practices and areas of strength in compliance.
- Share observations regarding district efforts regarding performance and outcomes for students with disabilities.
- Share areas of non-compliance identified in on-site.
- Remind that will receive final report 6-8 weeks following the review
- Will need to send Assurance Statements back to Department
- Will have a follow-up review, usually a desk review, within one year. This is only for process standards, not for the performance areas
- Remind again that special education will also be included in MSIP report at 7.1
- Provide the opportunity to ask questions/get clarification